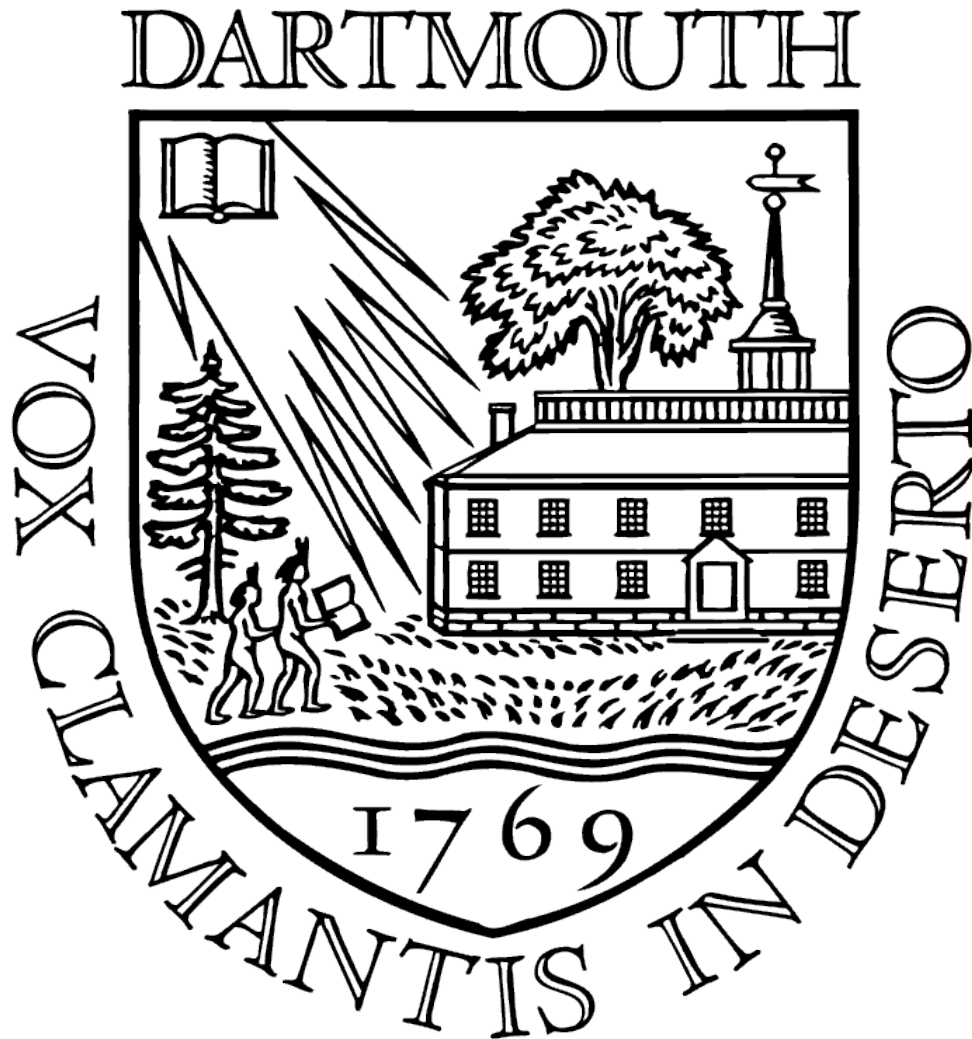


The Dartmouth Debate 2009-2010 Template Guide

Volume 1, Issue 1



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A lot of the info in this guide assumes you have already read Aaron Hardy’s Guide to Paperless Debate based on the Whitman template.

Many thanks to all of those that have helped me with the macros, styles, word knowledge, and guide writing thus far. Specifically, Andres Gannon, my former partner from Cal Berkeley and Damien High School; Justin Skarb, my former coach from Damien High School; Aaron Hardy, of Whitman; Rob Rein; Kade Olsen; Maggie Berthiaume, former Dartmouth debater and now coach at Chattahoochee High School; and David Marks, former Dartmouth debater, and coach at Bronx Science High School.

- Trevor A. Chenoweth

Installing the Template

PC/Windows –

- 1) Download the template from the email to your desktop or wherever you would like to have the template for easy access when you want to make a debate file (My Documents, your debate folder, whatever).
- 2) After it has downloaded, go to the template, right click, and click “Copy”.
- 3) Go to the “C” drive of your computer. This is usually done by clicking “My Computer” then “C:/”
- 4) Right click within the C drive directory (DO NOT go deeper into any subfolders under “C”) and click “paste” to paste a *copy* of the template into the C drive.
- 5) Close the explorer window and forget about it. You never have to use that template to open files or do anything. It’s just there so that the cite request macro works.

All other macros etc. should work fine. If they don’t, let me know. Your email program might have stripped the macros out of the template and we’ll need to paste them into your program manually, not hard to do for someone with a bit of experience with visual basic.

Mac Word 2004 –

- 1) Download the template from the email to...Applications: Microsoft Office 2004: Templates: My Templates
- 2) When you want to open a document in the template, open word and press Shift + Command + P, this opens up the project palette. Then in the left hand list click “My Templates” and find the template, click it and hit Open.
- 3) DO NOT put a shortcut of the template on your desktop and open that up when you want to make a new file.
- 4) DO NOT go to the folder under applications and find the template (.dot) file and open that.

General for both Operating Systems:

You will know you’re doing this right when the documents you open in the template are originally called something like “Document1” or “Document2” etc. NOT “Dartmouth Template 2009.dot”.

If Word prompts you asking if it should enable macros. Click enable.

If the macros aren’t working make sure your security settings are correct:

PC – Go to Tools, Macros, Security. And make sure the setting is turned to “Medium” or “Low”

Mac – If you are prompted when you open a file you should have clicked enable. If it’s not that, ask me.

Changing the Hotkeys

There is no reason you shouldn't change the hotkeys on your template after you download it for the style hotkeys. Not the paperless ones. The reason you shouldn't change the paperless hotkeys is because other people might have your file and need to move blocks to speech so there needs to be consistency there. But for underlining, cites, etc. feel free.

This is done as follows:

Mac –

- 1) Find the style you want to change the hotkey for in the “Styles” panel underneath the “formatting palette” (the thing where you click the “B” for bold, choose the font size, etc.) If the styles pane doesn't show it should be collapsed and you can click the arrow on the left to open it.
- 2) Click the arrow on the right side of the style you want to change.
- 3) Click “Modify Style”
- 4) Click the “Format” drop down in the bottom left hand corner.
- 5) Choose “Shortcut Key”
- 6) Make sure in the bottom left corner where it says “save changes in” you choose “Dartmouth Template 2009” not “Normal”
- 7) Where it says the current keystroke, click that, and then click remove.
- 8) In the lowest typing box, click it to put your cursor there, and then hit the keys for the shortcut you prefer and choose assign. Hit OK and then OK again.
- 9) Repeat for the other styles you want to change.

PC –

The same as above except the Styles might be found in a different place, probably above on the toolbar.

The Styles and Respective Hotkeys

Control + 1 – Block Headings

This is the block heading that you will use on the first page of a new argument or block. You do not need to highlight/select the entire line of text in order to change it to this format. You may simply place your cursor within the text and press the hotkey to automatically turn the entire paragraph into Block Headings. This style will automatically appear in indices and document maps (See Figures 1 and 2) because it is Table of Contents (TOC) Level 1. However, it will not appear in citation lists.

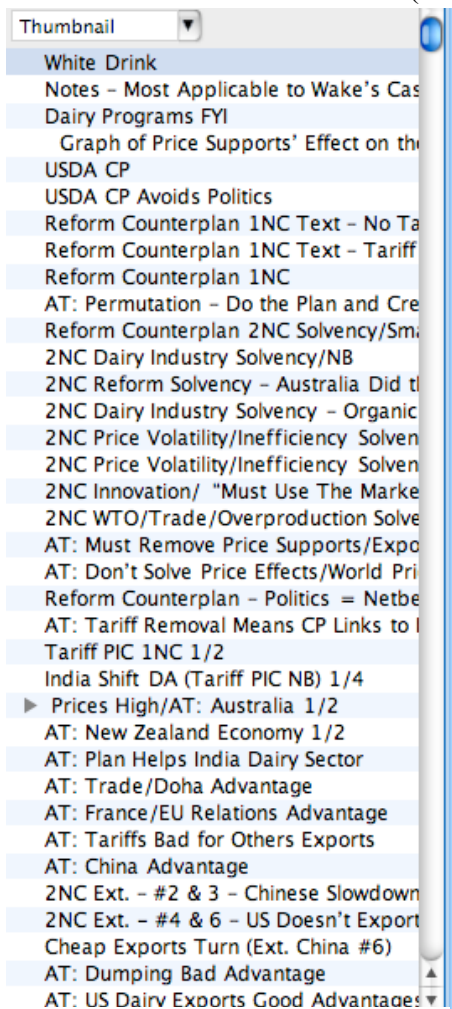


Figure 1: Mac – Document map which shows 'Block Headings' in the document.

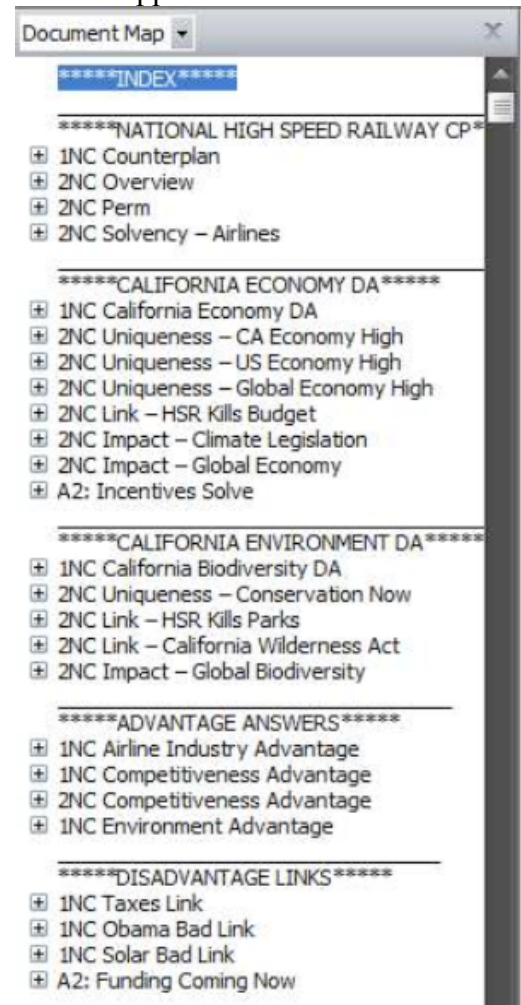
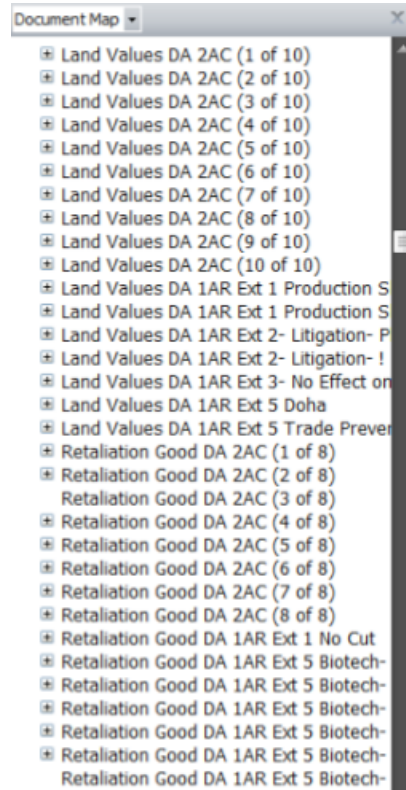


Figure 2: PC – Document map which shows 'Block Headings' in the document.

Alt + Control + 1 – Hidden Block Header

This is the same as block headings with one exception. Block header hidden does not show up in the document map or in the index and the paperless macros do not recognize it. This should be used for the second, third, etc page of the same argument or block. For example, you should use “Block Headings” for the first page of “1NC Prolif Good Frontline” but use “Block Header Hidden” for the second, third, fourth page. Consequently, it may be useful on the first (and probably every) page of the block to indicate how many pages there should be (1NC Prolif Good 1/5, 2/5, 3/5, etc.) There are several reasons for this secondary header style.

- 1) Document map – it avoids the problem of having the document map say 1NC Prolif Good Frontline 6 times over and makes it easier to scroll in the document map.



- 2) Index – there is very little utility to having an index that tells you that what is on page 12 is also on pages 13, 14, 15, 16, and 17. It is also a waste of paper and precious time when looking through an index for the argument one needs. Some people go back manually and delete the extra block headers but this saves that time.

Land Values DA 2AC (1 of 10)	109
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Retaliation Good DA 2AC (6 of 8)	131
Retaliation Good DA 2AC (7 of 8)	132
Retaliation Good DA 2AC (8 of 8)	133
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Retaliation Good DA 1AR Ext 5 Biotech- IPR S Terminator (1 of 2)	135
Retaliation Good DA 1AR Ext 5 Biotech- IPR S Terminator (2 of 2)	136
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- 3) Paperless Macro – While this guide will cover the use of the paperless macros in depth later, the use of the hidden block header for pages after the first of every block is integral to effective copying of blocks from the file to the speech document. This saves a significant amount of time compared to Whitman’s original system, which would have required one to go to each page of a 5-page 2AC block to send each page separately. Use of the hidden block header allows one to send all 5 pages with one keystroke because it will send everything after “Block Headings” not just between page breaks.

Control + 2 – Tags

This should be self-explanatory. It is very important that you use the hotkey/style of “Tags” rather than simply making the text 12pt and bolding with control-B or by clicking the button. This same principle holds true for all of the styles in the template.

Control + 3 – Nothing/Clear Formatting

This hotkey/style is 10pt font with no other formatting. It serves several purposes:

- 1) It should be used for all blank lines in the file. For instance, blank lines after headers but before the first tag, between cards, or anywhere else you want to leave an extra space.
- 2) It can be used to clear formatting from other text that is pasted in from other files, PDFs, or the web. Personally, when I paste an article into my document and start cutting it I like to have it in nothing so that it is 10pt font (easier to read more) and doesn’t interfere with any other macros etc.
- 3) It also means that if you’re in the process of cutting cards you can set cards that you cut in “cards” format, which will be indented, and then put the cite and tag on it, but keep the rest of the “nothing” style article around the card in the same order it was originally written. Thus, in the case that you discover something else is relevant and you need to lengthen the card to include some of the following paragraphs they are available but also distinct.

An important thing to keep in mind is that you must select the text for which you want to clear the formatting. For example, just having the cursor in a paragraph and hitting the hotkey will not clear the formatting from the entire paragraph. This problem also happens when you select an entire paragraph in some cases (although not all). For example, let’s say a paragraph has formatting you want to clear as follows:

US has to reciprocate with Russia’s HEU downblending

Bunn, Associate Professor of Public Policy at Harvard University’s John F Kennedy School of Government and Co-Principal Investigator of the Project on Managing the Atom, ‘8 (Matthew, July 13-17, “Expanded and Accelerated HEU Downblending: Designing Options to Serve the Interests of All Parties” Institute of Nuclear Materials Management)

U.S. RECIPROCITY In the original negotiation of the HEU Purchase Agreement, reciprocity, in the sense of the United States also blending large stockpiles of HEU to LEU, was only a minor issue. At that time, with its nuclear industry in desperate financial condition, Russia was primarily interested in the revenue from the LEU to be produced; Russian officials may have seen U.S. blending as introducing more material in the market that would compete with their own. In today’s context, however, for Russian officials to make the case domestically for blending large additional quantities of HEU may require the United States taking similar action. Because the two sides have HEU stockpiles of quite different size (and probably somewhat different HEU requirements for weapons and naval fuel), exact equality – a kilogram of U.S. HEU blended for every kilogram of Russian HEU blended – is not likely to be a sensible goal. Rather, the two countries should consider, as they agree on lower numbers of nuclear weapons, agreeing to reduce their HEU stockpiles in parallel to the minimum required to support those remaining warhead stockpiles (plus a modest additional stock for naval fuel).8

If you were just to select the entire paragraph and then press control + 4 it might look like this:

U.S. RECIPROCITY In the original negotiation of the HEU Purchase Agreement, reciprocity, in the sense of the United States also blending large stockpiles of HEU to LEU, was only a minor issue. At that time, with its nuclear industry in desperate financial condition, Russia was primarily interested in the revenue from the LEU to be produced; Russian officials may have seen U.S. blending as introducing more material in the market that would compete with their own. In today's context, however, for Russian officials to **make the case domestically for blending large additional quantities of HEU may require the United States taking similar action.** Because the two sides have HEU stockpiles of quite different size (and probably somewhat different HEU requirements for weapons and naval fuel), exact equality – a kilogram of U.S. HEU blended for every kilogram of Russian HEU blended – is not likely to be a sensible goal. Rather, the two countries should consider, as they agree on lower numbers of nuclear weapons, agreeing to reduce their HEU stockpiles in parallel to the minimum required to support those remaining warhead stockpiles (plus a modest additional stock for naval fuel).⁸

The solution is to only select a part of the paragraph and then press control + 4 rather than the entire paragraph, this will then erase the character formatting (word's term for formatting which does not apply to the entire paragraph but only to characters inside of it). This might look as follows:

U.S. RECIPROCITY In the original negotiation of the HEU Purchase Agreement, reciprocity, in the sense of the United States also blending large stockpiles of HEU to LEU, was only a minor issue. At that time, with its nuclear industry in desperate financial condition, Russia was primarily interested in the revenue from the LEU to be produced; Russian officials may have seen U.S. blending as introducing more material in the market that would compete with their own. In today's context, however, for Russian officials to **make the case domestically for blending large additional quantities of HEU may require the United States taking similar action.** Because the two sides have HEU stockpiles of quite different size (and probably somewhat different HEU requirements for weapons and naval fuel), exact equality – a kilogram of U.S. HEU blended for every kilogram of Russian HEU blended – is not likely to be a sensible goal. Rather, the two countries should consider, as they agree on lower numbers of nuclear weapons, agreeing to reduce their HEU stockpiles in parallel to the minimum required to support those remaining warhead stockpiles (plus a modest additional stock for naval fuel).⁸

Alternatively, you can press **control + spacebar** to clear formatting. It seems easier. However, I have only lightly tested this. And even if you use this tactic you would then need to change the entire paragraph to “nothing” afterwards using control + 4 or it will become “normal”.

Obviously, it's annoying that you can't select the entire paragraph, but you would be saying the opposite if your issue was that you wanted to change something from a different template to “cards” format without losing the underlining. Respect, Microsoft....Respect.

Control + 4 – Cards

This style might seem mundane but is actually very important. Obviously, all text in cards must be in the “cards” format. So when you paste an article into your document either put the entire thing in this format immediately or when you decide to include a paragraph of the article in one of your cards, make sure you press the hotkey to make it a card and indented. You do not need to highlight the text for this change to occur, only have the cursor in the paragraph. Conversely, this also means that if you highlight only a part of a paragraph it does not change the whole paragraph to “Card”. This will not remove any formatting that is part of this template (underlining, etc) unless it has been applied to the entire paragraph. There are several reasons and uses for this style:

- 1) This creates an important visual and programmatic distinction between other styles and the texts of cards.
- 2) The indentation leaves room for file annotation in the margins as you highlight.

- 3) It is vital to use of the citation list macro without errors. This macro operates based on this style to make its way through the document in creating cites and first and last words automatically. This means that you must use this style for all cards and ONLY for cards, if blank lines, portions of citations, or anything else in a document is in the “Cards” format but is not a card it risks causing an error if one ever needs to turn the entire document into cites with the citation list macro.
- 4) *Most importantly*, keeping cards, and ONLY cards in this format means that in the future we can easily edit entire documents/files with a few clicks by selecting all in that formatting. In general, you should be following the rule of ensuring that all the styles remain very distinct and are used both discriminately (only where it should be) and comprehensively (always where it should be) so that macros can be used and future changes can be made.

Here are some answers to frequently asked questions (FAQs) about the important Cards style:

Can I leave a space between the cite and the card?

Yes, as long as you remember to make the space “Nothing” style.

I don’t like the card to be indented, can’t I just leave it the way it is when I paste it in?

No, the utility of having everything in the template be in a specific format is for changes to be made in the future. If cards are not in a “card” format then when we change the template later on or have to copy and paste from another template it becomes a disaster.

“Card” only seems to work for a single paragraph, what happens when I have a card that is multiple paragraphs?

Two options. 1) Change the entire card to a single paragraph using the remove returns macro and then just hit the hotkey for cards or 2) Go to each paragraph or highlight all of the paragraphs and hit the hotkey to retain multiple paragraphs but have all the paragraphs indented

Can I shrink some parts of the card to get it to fit onto a single page or will that cause problems?

Shrinking parts of the card is not a problem.

Control + 6 – Cites

Pretty self-explanatory. You do not have to highlight any text, when you hit the hotkey the entire paragraph/cite will automatically turn into the cite format.

This is another example of a style that is used for the citation list macro, however. Which means you SHOULD NOT use this style for anything but cites which come before cards. In other words, do not use this style for strategy sheets, notes, or for those things that say “Continued on following page” when a card spills over. Use a format like nothing (which you could always just modify to be bold and bigger if you want) or tags instead.

Also, don’t forget to use the Author-Date style for the Author’s last name and date, however you decide to order your cite.

How do I make it so that copy and pasted URLs don’t appear blue?

On a PC, right click the hyperlink and select remove hyperlink. On Mac Word 2004 right click, click on hyperlink, and then there should be an option to remove.

Alt/Option + Control + 6 – Author-Date

Author, Date refers to the part of the cite that is actually read in a debate. This is just an easy way to flag to someone else reading your file what part of the cite they should read. The reason this is necessary is because everyone has a different idea of how their cites are formatted (Author then quals then date, Author and date on one line and the rest on the next line, not including quals, etc) The template is automatically set up to read “Author, date” as the same thing as cite for the purposes of the document map and the tag, cite list.

Control + 7 – Debate Underline

This is how you underline cards. Underlining cards is good. It is impossible to establish a norm on what should be underlined but for most cards I underline the parts of the card that provide the debater with enough information to know what the card is about, warrants, etc. You have to highlight text in order to underline it.

Control + 9 – Highlight

You should highlight over the text that has already been underlined. In any event, text that you highlight with F6 will automatically be underlined. Highlighting also clears formatting other than underlining. The significance of this is that if someone has already bolded/emphasized particular words in a card, and then they are highlighted, that bold/emphasis goes away. The solution to this is to just rebold the words.

Note: We skipped Control+5 and Control +8 because those are already mapped to actions in word that aren't the template. Sorry. If you have better ideas for hotkeys you can change them.

The File Construction Macros

Alt/Option + Control + P – Paste plain text

This macro pastes what is currently in your clipboard (the last thing that you had selected when you pressed control/command + C, or right clicked and then clicked copy/cut) without any of the formatting that it had when you copied/cut it. This macro is sweet when you're cutting from PDFs. Usually I don't use it as much when I'm cutting from the internet because I use mozilla and there is a cool add-on called "Extended Copy Menu" which gives me the option to copy unformatted text in the first place, really it's just an order of operations preference though. In any case, this saves a ton of time and also prevents other styles from infecting the template.

Alt/Option + Control + R – Remove Paragraph Returns

This serves the function of combining paragraphs into a single paragraph. I find this most useful for newspaper articles that, for some reason, feel as if every sentence needs to be its own paragraph and PDFs that start a new paragraph half way across the page just due to column restrictions and OCR that doesn't have the wisdom of yours truly. This PDF problem can be really annoying, for instance, you might have a card with text like this copied from a PDF:

US has to reciprocate with Russia's HEU downblending

Bunn, Associate Professor of Public Policy at Harvard University's John F Kennedy School of Government and Co-Principal Investigator of the Project on Managing the Atom, '§ (Matthew, July 13-17, "Expanded and Accelerated HEU Downblending: Designing Options to Serve the Interests of All Parties" Institute of Nuclear Materials Management)

U.S. RECIPROCITY In the original negotiation of the HEU Purchase Agreement, reciprocity, in the sense of the United States also blending large stockpiles of HEU to LEU, was only a minor issue. At that time, with its nuclear industry in desperate financial condition, Russia was primarily interested in the revenue from the LEU to be produced; Russian officials may have seen U.S. blending as introducing more material in the market that would compete with their own. In today's context, however, for Russian officials to make the case domestically for blending large additional quantities of HEU may require the United States taking similar action. Because the two sides have HEU stockpiles of quite different size (and probably somewhat different HEU requirements for weapons and naval fuel), exact equality – a kilogram of U.S. HEU blended for every kilogram of Russian HEU blended – is not likely to be a sensible goal. Rather, the two countries should consider, as they agree on lower numbers of nuclear weapons, agreeing to reduce their HEU stockpiles in parallel to the minimum required to support those remaining warhead stockpiles (plus a modest additional stock for naval fuel).§

This could both create problems for formatting further due to cutting across multiple paragraphs, and it also looks horrible and takes up too much space. This kind of a card could really screw up some of the macros in unforeseen ways as well.

The solution is to highlight everything from someplace in the first line, to a place in the last line (but not all the way to the end of the last line past the period). Then simply hit alt/option + control + r and it has become one paragraph.

However, there are some things to keep in mind: You can only do one paragraph at a time or at least not highlight through all of them at once if you want to retain different paragraphs or else it will make all the

selected text into one paragraph. So when you copy and paste multiple paragraphs from a PDF that you want to still be multiple paragraphs just put a space between them before you start removing returns so that you can keep track of separate paragraphs or alternatively, highlight to the last line of one, then let go of the mouse button, hold control/command and highlight the next one until a spot on the last line. Repeat that until all of the paragraphs are separately highlighted with some unhighlighted space on the last line of each. Then run the macro. It should leave the paragraph breaks after the last line of each paragraph. Keeping them separate.

Alt/Option + Control + T – Table of Contents

I assume that all of you know how to make a table of contents the non-macro way. If you don't and would like to know, it's not really anything to be embarrassed about and you should just email me if you'd like to know. In any case, it shouldn't matter because now we have this macro. Simply place the cursor (blinky line thing) wherever you want your Table of Contents to appear, make sure the current style is set to nothing, and then press the hotkeys. You should have an instant table of contents with the Block Headings displayed. Some people like to space out different sections of their table of contents and you should feel free to use enter to do that, or add bolding etc.

Some notes:

- 1) If you make further changes to the document that would affect the page numbers/block titles after inserting a table of contents simply right click the table of contents and select "Update field".
- 2) This should be an exact copy of your document map that you are creating since it won't include "hidden block header" either.
- 3) If tags and cites are showing up in your document map, right click one of the plus signs (PC) or little arrows (Mac) and select "Heading 1".

The Paperless and Other Assorted Macros

Paperless Macros based off of Whitman's Paperless Template by Aaron Hardy:

I expect that everyone has read the Whitman guide to paperless debate. It should have been attached to the email you received with this guide and the Dartmouth template.

Make sure that when you create "Speech.doc" it is in the exact same template that you are using. In other words, open up a new document in "Dartmouth Template 2009" delete all of the text there, and then save it as "Speech.doc" on your desktop so you can open it easily when you need to.

These macros utilize the same hotkeys. They also operate in the same general fashion but with one significant difference: it's not based on page breaks. What this means is that the Whitman template would manipulate "Blocks" as if they were always one page long. Send "block" to speech sent the current page, delete block deleted the current page, etc. I have reworked this extensively so that it actually responds to a block, no matter how long or short it is. It operates off of the "Block Headings" style.

This means that you SHOULD NOT:

- 1) Change the name of the Block Headings or Block Header Hidden Style (or any of the styles for that matter).
- 2) Use "Block Headings" when it's not actually the first page and block heading of a block.
- 3) Use "Block Header Hidden" in a similarly inappropriate fashion.

I also fixed some problems that the Whitman template had in terms of moving blocks to the top block in the document and missing a page break. You should still not move it above the top page of a document though, that will cause an error, nothing devastating just hit OK.

Alt/Option + Control + Right Arrow – Send block to speech.doc

Alt/Option + Control + Left Arrow – Send selection to speech.doc

Alt/Option + Control + Up/Down Arrow – Move block upwards/downwards in order

Alt/Option + Control + End OR (For Macs only) Alt/Option + Control + Delete – Delete Block

Please let me know if there are questions or improvements to be made in this area.

Make Citation List

There should be a button in your toolbar that says "Make Cites" when you have a document open in the template. Clicking this button will be like seeing a miracle. I think when I first completed and tested it, it caused several people to spontaneously cry with joy and ask if they had just seen an angel...

Ok maybe not, but I think it's kinda cool. This one button will complete the following tasks *for the entire document*:

- 1) Open a new document in the template (if you installed it correctly, see the beginning of the guide).

- 2) Paste everything from the current document to the new document.
- 3) Delete all of the card text except for the first and last 6 words or so of every card.
- 4) Create a table of contents of only the Tags, cites, and first and last words of each card. No block headers etc.
- 5) Delete everything except that new cites list.

All that's left for you to do is click save on the new document, put it on a jumpdrive or email, and send it to the person who requested it. Shouldn't take more than 10 seconds.

I'm sure some people will want to highlight/select the cards that they want to make cites from, rather than do this to the whole document. While understandable that would probably be tougher to prevent errors in and I think this way will actually be more efficient. If you only want to send some cites, it will be much easier to just create the cite list for the entire document and then delete the shorter cites that you don't want to send, rather than going through and trying to select multiple, sometimes long cards.

*****BEWARE*****

- 1) Freezing - This macro used to show this entire process step by step and cause the screen to flip out in a little seizure of cite creation. I think this slowed it down so I did something that basically makes it look like nothing is happening for a few seconds while the macro is processing. Don't worry, it's working, be patient, especially if the document is long. DO NOT press the button again, try to close the document, restart your computer, request a prozac prescription, or complain to me. That is unless it's taking like...over 120 seconds...(OK stop trying to do math Kade, that's 2 minutes).
- 2) Errors – This is the most error prone of any of the macros because it uses a large amount of code and searches through many things. In general you should be following the good practice of having things saved often so in case a catastrophic error does occur (which I don't anticipate because I error trapped the most common problems) you don't lose your work. Just be aware of the delicate nature of this one and make sure the stuff you're using it on is formatted using this template and isn't too messy.

Other Existing Hotkeys to Be Aware Of

Ctrl/Cmd + C: Copy selection.

Ctrl/Cmd + X: Cut selection.

Ctrl/Cmd + V: Paste Selection

Ctrl + Enter (PC): Insert Page Break

Fn + Shift + Enter (Mac): Insert Page Break

Ctrl + Space: Remove all character formatting from a paragraph.

Shift + Cmd + P (Mac): Open Project Palette to select a template for a new document.

Fn/Cmd + Right Arrow (Mac): End (Move to end of line)

Fn/Cmd + Left Arrow (Mac): Home (Move to beginning of line)

Cmd/Ctrl + Shift + Right/Left/Up/Down Arrow: Select/Highlight by one line at a time.

Alt/Option + Shift + Right/Left Arrow: Select/Highlight by one word at a time.

Shift + Right/Left Arrow: Select/Highlight by one character at a time.

Hold Shift + Click: Select all text between where your cursor (where words would go if you typed) and where you click.

Hold Control + Select Text: Add whatever you select, even if not contiguous to the past selection, to the selected text.

Converting Old Files If Necessary

While I'm currently working on a fast easy way to do this all at once (see Miscellaneous). It might come up that you need a card from a different/older template to be pasted into this template. My buddy Andres has written up in the Cal template guide a great explanation of how to do this.

This is by far going to be the biggest issue and the one that is going to cause the biggest problems. Know that is there are problems in your template as far as the hotkeys working, things looking funny, etc it is because you didn't copy and paste cards from old files/other templates correctly. The following is directions on how to copy and paste cards from other files. **IF THE FOLLOWING STEPS ARE NOT TAKEN WHEN COPYING AND PASTING FROM OTHER FILES YOUR FILE WILL BECOME A DISASTER.**

Note: Make sure that when you copy the cursor is somewhere without a current style and not a header or underlined or something else. If when you try to paste your cursor is selected as "Block Header" then whatever you just copied will become "Block Header". For a more detailed explanation of this refer to Hardy's macros.

1. Copy the paste into the template from the other file. You should see a small clipboard at the very end of whatever you just copied that looks like this:

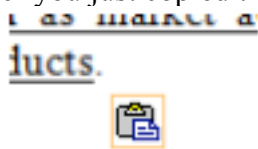


Figure 1: PC

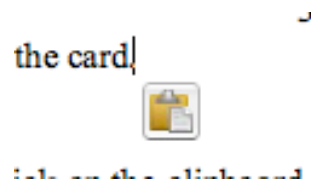
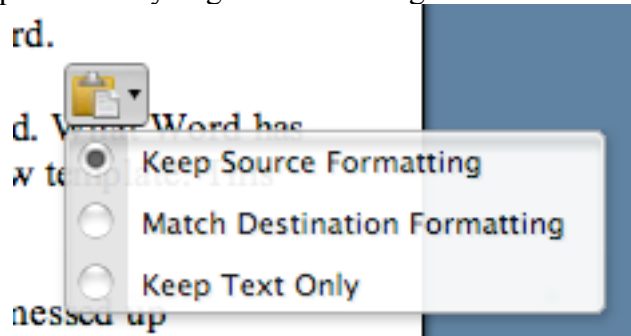


Figure 2: Mac

2. Immediately click on the clipboard and you get the following menu:



3. Select "match destination formatting" and you should notice funny things happen to the card. What Word has done is change any styles from the old file into whatever most closely matches them in the new template. This is how you avoid the problem of getting styles that say "char"

Note: if at any point while making a file you notice you have styles that say "char" you have messed up somewhere and should be scared.

4. You should now have a card that has multiple different styles that you now need to change into your template styles. For example, you may notice that the underlined text in the card you just pasted is either the wrong size, underlining is thick instead of thin, etc. Converting the card into your current template styles is a step by step

process. The difficulty of this step will depend largely on the technological capabilities of the person from whose file you are copying the card.

4a) PC: Underlining – right click on any underlined text in the newly pasted card and scroll down to style. You should see an option for “select text with similar formatting”.

Mac: Click on any underlined text in the newly pasted card and look in the styles pane under the formatting palette. Underneath the “current style of selected text” box click “Select All” – then follow the PC instructions.

What this will do is select all the new underlined text from the new pasted card.

Now hit the hotkey and all the underlined text from the newly pasted card will now match the underlining style of your template.

4b) Card – now change the card into card format. This step should be done after you change the underlining (or anything else in the text of the card) because if you change it into “card” style before you change the underlining it will most likely delete the underlining and you will have to redo that

4c) Tag and cite – if you have only copied a single card, it is probably easiest to just select the tag and hit the hotkey for Tags and then select the cite and hit the hotkey for Cites and Author, Date.

If the card has any strange styles left in it (like bold/underlined text in the cite) then it is easiest to just clear formatting for that part of the copied text and then reformat it.

To check and make sure you did this correctly, check the styles menu. The styles menu should only display styles from the original template. If you notice you have any other styles in here click them, choose “select text with similar formatting” and then hit the corresponding hotkey.

Miscellaneous

I might turn out future issues of the guide that give guidelines on best practices for file creation/research/card cutting or provide other tips, as well as keep everyone up to date on the newest versions of the template and macros. For instance, I'm currently working on a quick and easy macro to convert all of the old files into the new template so that they can be used with paperless if we so choose. The hard part of this is actually already done and possible: we can take an entire directory/folder of files and change all of them in one go without having to sit at the computer and manually do things.

For now, here are a few other things:

Turning already underlined cards from another template into the correct format without erasing the underlining

A common problem users encounter is that sometimes changing the paragraph style of a given selection of text can have the unintended effect of deleting all the character styles applied to portions of that text. This is one of the reasons we give all character styles distinct visual formatting (such as underlining, or blue color) – so that users can immediately spot such changes. If in such a context you find it impossible to change the paragraph style without also deleting your character styles, usually the following measure will work. Create a line above and below the textual selection in question with carriage returns. Then change the styles of those two new lines to the style you want. Then select those two lines along with the original selection in between them and apply the new style. If done correctly, this will almost always change the paragraph style without deleting the character styles.